

**Department Of Correction**

Official Title:     **Student Intern**

Position Type:   **Internship**

Posting ID #:: 055

**INTERNSHIP INFORMATION**

Salary:   **Unpaid**

Number of Vacancies:   **1**

Location:   **Milford Headquarters**

Internship Track:   **Division of  
Staff Development**

Hours/Schedule:   **Part-Time**

Duration:   **Full Semester**

Position Description:   **This track is designed to provide an intern with direct experience in developing E-Learning courses. The intern will work with E-Learning developers and subject matter experts to develop E-Learning using a consistent curriculum design model. Interns will be using proven e-design software, Adobe Captivate and the EOPSS E-Learning portal to publish a well-designed E-Learning project that includes graphics, audio, quizzes and interactive learning, taking a project from conception to completion.**

Responsibilities/Major Duties:   **Develop E-Learning courses using a curriculum design model, contemporary software and research information to create E-Learning course content, graphics and learning activities that will enhance the E-Learning experience.**

Preferred Qualifications:   **Intern applicants must have related academic background: Communications, Computer Graphic Design, Computer Graphic Web Design or Computer Science. Applicant should be conscientious and detail-oriented. It is preferred that the applicant for this position be comfortable with Adobe Captivate and Adobe Fireworks or be able to learn quickly. Lastly, the applicant should possess excellent Microsoft PowerPoint skills, interpersonal skills, understands working with confidential information, has proven graphics skills and enjoys working in a team environment.**

**How to apply:****Mail Internship Application to:**

Monserrate Quiñones, Director, ODEO  
Office of Diversity & Equal Opportunity  
P.O. Box 946  
Norfolk, MA 02056  
Fax: (508) 850-7785

**For additional information or questions, please contact:**

Lori Costa at (508) 850-7783 or email at [lori.costa@massmail.state.ma.us](mailto:lori.costa@massmail.state.ma.us)

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.  
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**